



35 Alice Street, P.O. Box 129
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613-475-2511

MINUTES for the regular meeting of the Brighton Public Library Board for February 28, 2018 at 7:00 p.m. held in the Court Waiting Room.

Present: Murray Workman (Vice-Chair), Erin Alexander, Jane Baier, Peter Starbuck, Erica Larmer, Sandi Zwaan, Mellissa D'Onofrio-Jones (CEO), Robert Janiga (Recording Secretary, Staff)

Regrets: Councillors Mary Tadman and Brian Ostrander, Bob Burke

1. Call to order at 6:55 p.m. by Murray.
2. Approval of agenda – Mellissa asked to add an agenda item regarding some of the artwork that was in the library—**Moved by Jane, Seconded by Erin**—that the Board adopt the Agenda as amended, **carried**.
3. Approval of Minutes from regular meeting January 24, 2018 –**Moved by Erica, Seconded by Peter, carried**.
4. Financial Reports
 - a. Mellissa mentioned that the Audit was going well and nearing completion. **Moved by Sandi, Seconded by Peter**—That the Board direct Mellissa to discuss with the Auditor how the Board should note furnishing fundraising in the Budget and to implement the recommendation, **carried**.
5. CCA Rep – Jane suggested that the library's presence at the CCA meetings would be better served on an ad hoc basis. Mellissa suggested a letter be sent to the CCA stating that a Board representative would attend their meetings when requested. Board members were in agreement. Murray to write and send the letter.
6. Library Expansion Update
 - a. Currently ahead of schedule for packing up items for storage. Boutique Library is generally being well received by the public. Interlibrary loan may require some additional support during this transition period to meet patron demand for items currently in storage.

- b. Furnishings – review and select vendor for Library furnishings
 - i. School House Products – Opening the Book shelving – seating is blended into the stacks – pricing is \$246,000 – beyond current budget
 - ii. Carr McLane - \$56,000 for shelving, \$137,000
 - iii. Palmieri - \$122,000 not including seating, about \$140,000 with seating
 - iv. Discussion – Palmieri is local, has been very responsive to inquiries and produces high quality products. Board decided to choose Palmieri. Interested Board members will work with Mellissa to choose colours – **Moved by Peter, Seconded by Erica**—That the Board approve up to \$150,000 for Mellissa to develop a contract with Palmieri to purchase furnishings for the renovated library, **carried**.
- c. Emergency Evacuation Procedure – **Moved b Erica, Seconded by Jane**—That the Board adopt the Emergency Evacuation Procedure as edited, **carried**.
- 7. Artwork – Mellissa stated that there appears to be no record of where some artwork items have come from and thus needs direction from the Board on what to do with these items. BPL will use existing social media channels to raise awareness about these items.
- 8. Fundraising Committee Update – discussion about setup and the agenda for the Community Information Session on March 2 (thanks to Sandi and Jane for organizing the food).
- 9. Correspondence – none
- 10. Report from Council Representatives – none
- 11. Other Business – Erin asked whether the Board was interested in participating in the Trash Bash fundraising event again. It will take place between April 14 and May 26; they need to know by March 8. Board elected to participate again on May 12 2018.

Moved by Erica, Seconded by Erin to adjourn at 7:56 p.m.

The next scheduled Library Board Meeting is March 28, 2018 at 7pm location to be announced or at the discretion of the Chair.



Murray Workman
Vice Chair



Mellissa D'Onofrio-Jones
CEO/Secretary/Treasurer